

**INVITATION TO BID**  
**CITY OF NEW ORLEANS, DEPARTMENT OF FINANCE, PURCHASING BUREAU**  
**CITY HALL, 1300 PERDIDO ST., ROOM 4W07, NEW ORLEANS, LA 70112**

Email: [purchasing@nola.gov](mailto:purchasing@nola.gov)

THIS IS A FORMAL CITY BID SOLICITATION FOR MATERIALS, EQUIPMENT, SUPPLIES, OR NON-PROFESSIONAL SERVICES. INTERESTED PERSONS SHOULD CAREFULLY READ AND ATTEND ALL STATED INFORMATION AND REQUIREMENTS, INCLUDING SUCH CONTAINED IN ATTACHMENTS.

<b>BID TYPE:</b>	<input type="checkbox"/> Materials, Equipment, Supplies <input checked="" type="checkbox"/> Non-professional Services	PROPOSAL NO.	ISSUE DATE:
		SPONSORING CITY DEPT. OR AGENCY	
<b>BID DESCRIPTION:</b> (as detailed in Attachment A)			
<b>BID CONFERENCE:</b>	<input checked="" type="checkbox"/> None <input type="checkbox"/> Optional	<input type="checkbox"/> Mandatory-The City will receive bids only from persons/firms shown on the City's attendance list.	
	Date:	Time:	Place: <input type="checkbox"/> <input type="checkbox"/> Purchasing Conf. Room, #4W05, 4 <sup>th</sup> Fl. City Hall, 1300 Perdido St., New Orleans, LA 70112
<p><i>Note: The City may prepare a conference report showing attendance, summarized Q&amp;A, and matters discussed. Substantive questions must be submitted by proposers in writing to the <u>Point of Contact</u> no later than (7) seven days prior to bid opening. The City will publish any such report by Invitation to Bid Addendum posted to the Purchasing website (<a href="http://www.purchasing.nola.gov/bso/login.jsp">http://www.purchasing.nola.gov/bso/login.jsp</a>) and provide it in the Purchasing Bureau two working days after the conference. <u>The published conference report is the exclusive, authoritative record of City statements at the conference.</u></i></p>			

**BID INSTRUCTIONS:** Failure to satisfy instructions may render bids non-responsive and remove them from the competition. Bid submissions are City property. Bidders should mark documents or information claimed confidential and justify any claimed exemption from public records disclosure. The City will not credit blanket confidentiality claims. All bids remain valid for 90 DAYS after the bid opening. Specification references to certain brands, makes, or manufacturers state only general style, type, character, and quality desired. Equivalent products are acceptable. The City is not responsible for bid costs. Procurements produce no exclusive right to City work or purchases. Bidders commit to abide by City Code, Chap. 2, Art. XIII, Sect. 2-1120, adopted by City Ord. No. 22,888 M.C.S. (relative to the operations and authority of the City Inspector General). **Bidders should closely monitor the purchasing website for new or revised specifications, bid instructions, notices, etc.** "La. Public Bid law (RS 38:2212 et seq.) may apply to solicitations for Public Works and Materials & Supplies purchases."

**DOCUMENTS: APPLIES?**  YES  NO Bidding documents may be obtained online at <http://www.purchasing.nola.gov/bso/login.jsp> or through the City of New Orleans webpage [www.nola.gov](http://www.nola.gov), select "City Purchasing Portal". Addenda will be transmitted to all bidders who login and acknowledge download of bid documents online from the City Purchasing Portal, i.e. answer 'yes' when downloading bid documents.

<b>SUBMISSIONS DUE:</b>	Date:	Time:	Place: Purchasing Bureau, Rm 4W07 City Hall, 1300 Perdido St., New Orleans, LA 70112
	<p><i>Note: The City will not accept or consider bids delivered by fax, at any other location or email address, or past the deadline. The purchasing date and time stamp clock will be the official and sole determining device for time of receipt for all mailed and hand delivered bids. Any bids received after the deadline will be date stamped and returned to the bidder unopened.</i></p>		
<b>SUBMISSION PACKAGE:</b>	<p><b>EITHER:</b>  <b>SEALED ENVELOPE</b> bearing the proposal number OR  <b>ONLINE AT</b> <a href="http://purchasing.nola.gov/bso/login.jsp">http://purchasing.nola.gov/bso/login.jsp</a>  <i>Note: Bidders should submit bids according to means that produce a written proof of delivery. The City will not credit delivery claims lacking a written proof of delivery.</i></p>		
<b>REQUIRED CONTENTS:</b>	<p><b>(1) EITHER:</b>  <b>TYPED OR PRINTED BID</b>, bearing original signature IN INK by the bidder or authorized representative, on the bid form provided in Attachment "C" with required attachments, <u>and receipt of all addenda acknowledged.</u>  OR  <b>BID SUBMISSION ONLINE</b> at <a href="http://purchasing.nola.gov/bso/login.jsp">http://purchasing.nola.gov/bso/login.jsp</a> completing bid quote online and <b>must attach a signed copy of Attachment "C" Bid Form, Corporate Resolution</b>, and other required bid documents including <u>receipt of all addenda acknowledged online.</u></p> <p><b>(2) IF SOMEONE OTHER THAN A CORPORATE OFFICER SIGNS FOR THE BIDDER/CONTRACTOR, A COPY OF A CORPORATE RESOLUTION OR OTHER SIGNATURE AUTHORIZATION SHALL BE REQUIRED FOR SUBMISSION OF BID. FAILURE TO INCLUDE A COPY OF THE APPROPRIATE SIGNATURE AUTHORIZATION, IF REQUIRED, MAY RESULT IN THE REJECTION OF THE BID UNLESS BIDDER HAS COMPLIED WITH LA. R.S. 38:22L2(A)(L)(C) OR RS 38:2212(O)</b></p>		

OTHER CONTENTS:	<p><b>REQUIRED?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO A <u>bid bond</u> or security in an amount not less than <input type="checkbox"/> \$ _____ or <input type="checkbox"/> five percent (5%) of bid amount, conditioned on the bidder's failure to execute a contract with the City to supply the specified goods or services.</p> <p><b>If submitting a bid online</b>, electronic bid bond submission is enabled through two participating surety agencies or clearinghouses, <b>InSure Vision Technologies</b> and <b>Surety2000</b>. Contact your bonding agent for information about submitting Bond Validation Numbers Online.</p> <p><b>If submitting a bid via sealed envelope</b>, the City will accept a cashier's check, certified check or satisfactory bid bond payable to the City of New Orleans.</p> <p><i>The City will retain bid securities of the three lowest bidders until the Contract is executed or until final bid disposition. The City will return other bid securities after the bid canvass. At contract execution, the City will return bid securities not forfeit for failure to execute a contract with the City.</i></p>
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**AWARD:** The City will open the bids in public at  the Purchasing Bureau or  \_\_\_\_\_ immediately following the bid deadline. It may require additional information from bidders and conduct inquiries to determine the bidder's responsibility or the accuracy of furnished information. Subject to merit-based cancellation and confirmed city funding, the City will award the procurement to the responsible bidder that submitted the lowest responsive bid. The City may award any options or separate work categories separately or together. The City, at its sole discretion, reserves the right to reject any and all bids.

<b>CONTRACT:</b>	
TYPE:	<input type="checkbox"/> None: Thing or service obtained by purchase order. <input type="checkbox"/> Fixed Price: Gets the specified thing(s) or service(s) at the bid price. <input type="checkbox"/> Requirements/Price Protection: Gets a commitment to supply the thing(s) or service(s) at bid price at City request during term.
TERM:	<b>APPLIES?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> 1 year[s] with City option to renew. <input checked="" type="checkbox"/> As provided in specifications, terms, & conditions.
PROVISIONS:	<b>APPLIES?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO The contract will contain the additional terms and conditions shown at Attachment "B" hereto.
ADDITIONAL NEEDS: Selected bidder must satisfy indicated needs before it receives a contract.	<b>REQUIRED?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <u>PERFORMANCE BOND</u> : Supply a performance bond acceptable to the City within ten days after notice of award, issued in the sum of: <input type="checkbox"/> _____ % of bid amount. <input type="checkbox"/> \$_____ <input type="checkbox"/> Specified amount
	<b>REQUIRED?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <u>PAYMENT BOND</u> : Supply a payment bond acceptable to the City within ten days after notice of award, issued in the sum of: <input type="checkbox"/> _____ % of bid amount. <input type="checkbox"/> \$_____ <input type="checkbox"/> Specified amount
	<b>REQUIRED?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <u>INSURANCE</u> : Supply Insurance certificates showing coverage required in the specifications.
	<b>REQUIRED?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <u>PERMITS</u> : Supply copy of all applicable and required permits and licenses;
	<b>REQUIRED?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <u>TAX CLEARANCE</u> : Supply a City tax clearance showing no delinquency in City taxes;
	<b>REQUIRED?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <u>DISADVANTAGED BUSINESS ENTERPRISE</u> : Required by City Code Sec. 70-432.1.
FEES:	The contractor is responsible for any recordation, notary, and copy fees.
<b>POINT OF CONTACT:</b>	Please direct all questions related to DBE compliance prior to submission of proposal via email to <a href="mailto:supplierdiversity@nola.gov">supplierdiversity@nola.gov</a> <b>Subject Line: DBE Compliance</b> or Office of Supplier Diversity, 1340 Poydras Street, Suite 1000, New Orleans La, 70112, telephone: (504) 658-4200. Direct all other inquiries to the Bureau of Purchasing: Name: xxxxxx Address: 1300 Perdido St, New Orleans, LA 70112, E-mail:bjackson@nola.gov. <u>Except for DBE related questions: prospective bidders are prohibited from contacting City employees or officials, other than the designated purchasing official above about this procurement prior to the deadline for submitting questions or bids. Breaking the established prohibition on communications may result in your proposal being disqualified.</u> NOTE: Solicitation changes issue by formal addendum ONLY.
<b>ATTACHMENTS</b>	<b>APPLIES?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO Attachment "A" Specifications
	<b>APPLIES?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO Attachment "B" Contract Terms and Conditions
	<b>APPLIES?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO Bid Form